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ABSTRACT

The purpose of this handbook is to help students, staff, and community patrons attain a reasonable degree of skill in using the Southeastern Community College Library effectively. The first section instructs the user on how to find information. A discussion of the card catalog and its use provides examples of catalog cards, reviews the significance of each piece of information on the cards, and summarizes the rules of filing used in the card catalog. Instructions for locating books, audio-visual works, microform materials, and periodical articles are also provided in this first section, as are explanations of the use of magazine, newspaper, and other indexes. The second section reviews available library resources. It begins by outlining the Library of Congress Classification scheme used to organize the monograph collection, and then considers the periodical, audio-visual, college catalog, and pamphlet collections. The third section deals with the following library services: reference and information services, loan services, and policies regarding renewals, requests for materials that cannot be found or that are already in circulation, and reserve materials. The fourth section offers guidelines for writing research papers, and the final section provides the location of and other relevant information concerning photocopy and microform machines, book drops, the suggestion box, the public telephone, and exhibits. (AYC)

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LIBRARY HANDBOOK

April, 1979

Edited by
Christian M. Cupp

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JC

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NATIONAL INSTITUTE OF EDUCATION

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THE PURPOSE OF THIS HANDBOOK IS TO HELP STUDENTS, STAFF AND COMMUNITY PATRONS ATTAIN A REASONABLE DEGREE OF SKILL IN USING THE LIBRARY EFFECTIVELY. AT THE SAME TIME, THE LIBRARY STAFF STANDS READY TO OFFER ASSISTANCE; SO DON'T HESITATE TO ASK QUESTIONS IN ORDER TO RECEIVE THE HELP YOU NEED.

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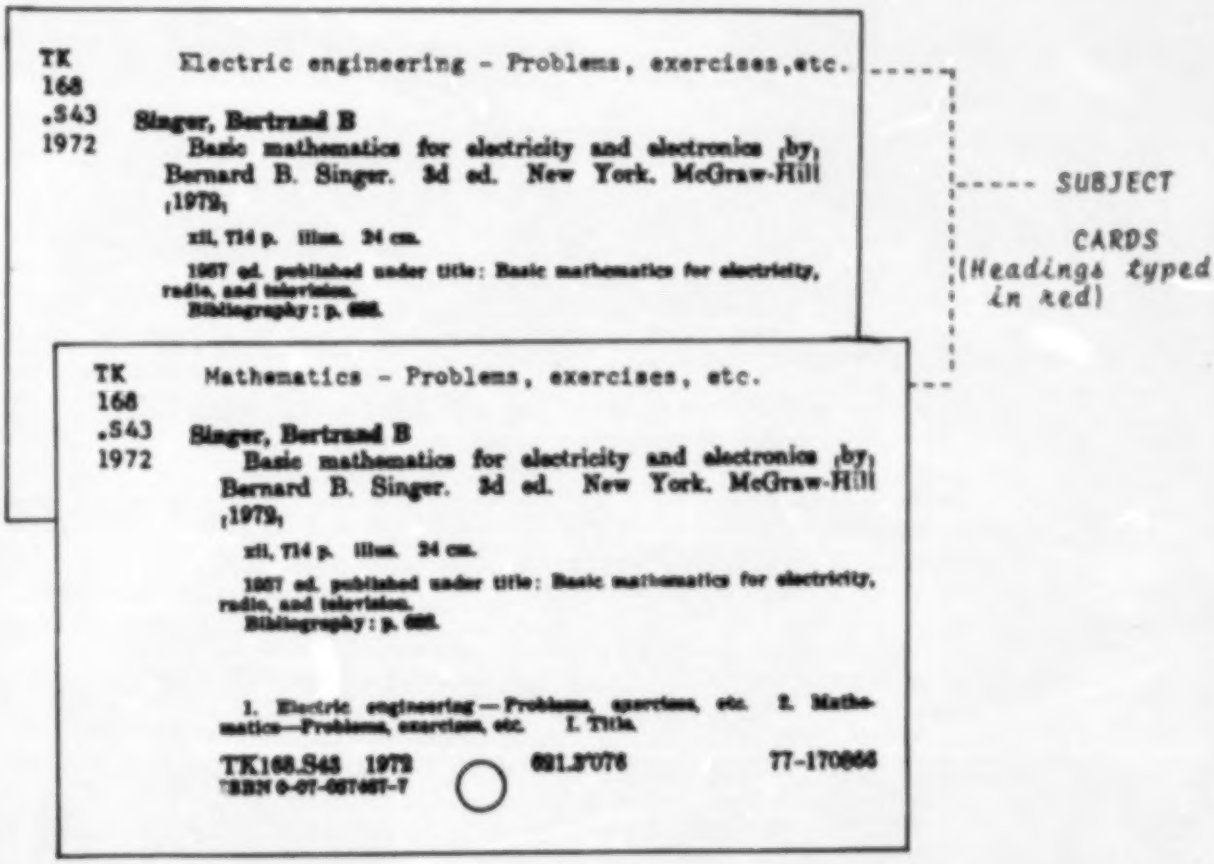
HOW TO FIND INFORMATION

THE CARD CATALOG

The card catalog, facing the circulation desk, is the index to the books and audio-visual collection. Consult the card catalog to determine if the library has a particular work, information on a particular subject, and location of the material.

The card catalog is divided into two sections. One section lists works arranged alphabetically by subject. Consult this part of the catalog to find information on a particular topic. The other section of the catalog lists works by author and by title. Check this part of the card catalog to locate a particular work when the author's name or the title of the work is known. Headings in the subject catalog are typed in red while the headings in the author - title catalog are typed in black.

USING THE CARD CATALOG


TK
168
.S43
1972
Electric engineering - Problems, exercises,etc.
Singer, Bertrand B
Basic mathematics for electricity and electronics [by] Bernard B. Singer. 3d ed. New York. McGraw-Hill [1972]
xii, 714 p. illus. 24 cm.
1967 ed. published under title: Basic mathematics for electricity, radio, and television.
Bibliography: p. 688.
SUBJECT CARDS (Headings typed in red)
TK
168
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1972
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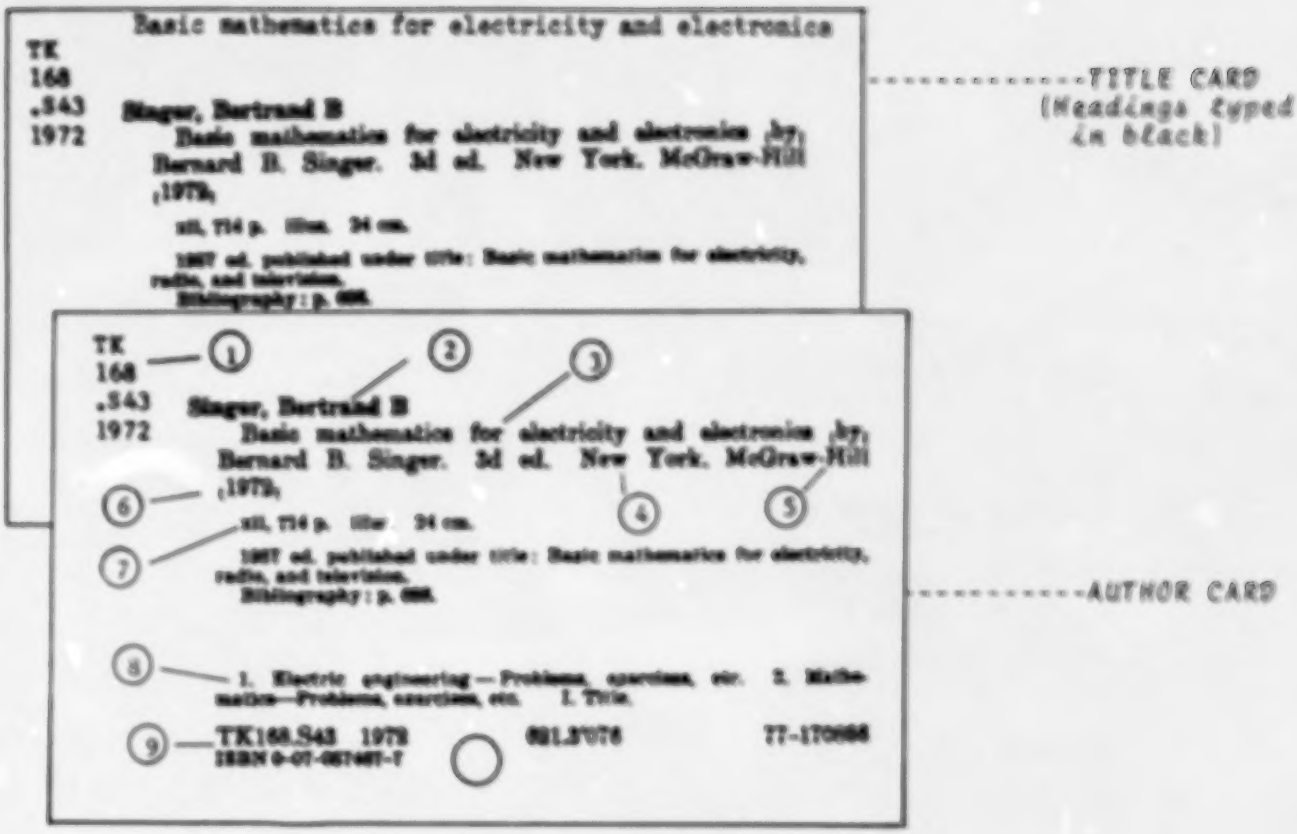
Basic mathematics for electricity and electronics [by] Bernard B. Singer. 3d ed. New York. McGraw-Hill [1972]
xii, 714 p. illus. 24 cm.
1967 ed. published under title: Basic mathematics for electricity, radio, and television.
Bibliography: p. 688.
1. Electric engineering — Problems, exercises, etc. 2. Mathematics—Problems, exercises, etc. I. Title.
TK168.S43 1972
ISBN 0-07-057457-7
621.3'076
77-170866



(1) CALL NUMBER
(2) AUTHOR'S NAME
(3) TITLE OF BOOK
(4) PLACE OF PUBLICATION
(5) PUBLISHER
(6) DATE OF PUBLICATION
(7) COLLATION
(8) TRACINGS
(9) NOTES FOR LIBRARIANS

FILING IN THE CARD CATALOG

1. The articles "A", "An" and "The" at the beginning of a title are ignored. Articles in a foreign language (Le, La) are also ignored.

   ex. : The book, The Environment of Marketing Behavior will be found in the "E" drawer rather than the "T" drawer.

2. Most abbreviations are filed as if they are spelled out. "Mr." as Mister, "U.S." as United States.

3. Acronyms - words formed from the initial letter or letters of significant compound words - are not spelled out and are found at the beginning of the section for the first letter of the initials, before words beginning with that letter.

   ex. : T Formation
   TAC : the story of the Tactical Air Command
   TV, the big picture
   Toba, Hilda, 1902-

4. All filing is done word by word

   ex. : For He is a Jolly Good Fellow
   For Whom the Bell Tolls
   Fort, Hamilton Quincey
   Forte, James I.

TO LOCATE BOOKS

Copy the entire call number which is located in the upper left corner of the catalog card.

In this example, look for the T's on the shelves. Next, narrow the search to the TK's, then to the TK168, then to the TK168.S43 and finally to the TK168.S43/1972.

Certain cards in the card catalog will indicate the special locations for some materials. If you cannot locate the material, ask the library staff for assistance.

TO LOCATE AUDIO-VISUAL WORKS

Copy the entire call number which is located in the upper left corner of the catalog card. Ask the library staff for assistance in locating the material. A media catalog has been published to facilitate the search and retrieval of phonorecords, kits, audio cassettes, motion pictures, filmstrips, film loops and other media. Copies of the media catalog are located at the circulation desk.

TO LOCATE MICROFORM MATERIALS

The SCC library has the largest microforms collection in the North Carolina Community College system. Literally thousands of magazines, newspapers, local history records, documents and books are stored on reels of microfilm and sheets of microfich, and are available for your pleasure/ research. Alphabetical title listings of our microform holdings are available at the circulation desk and are posted throughout the library. Ask the library staff for assistance in locating the material.

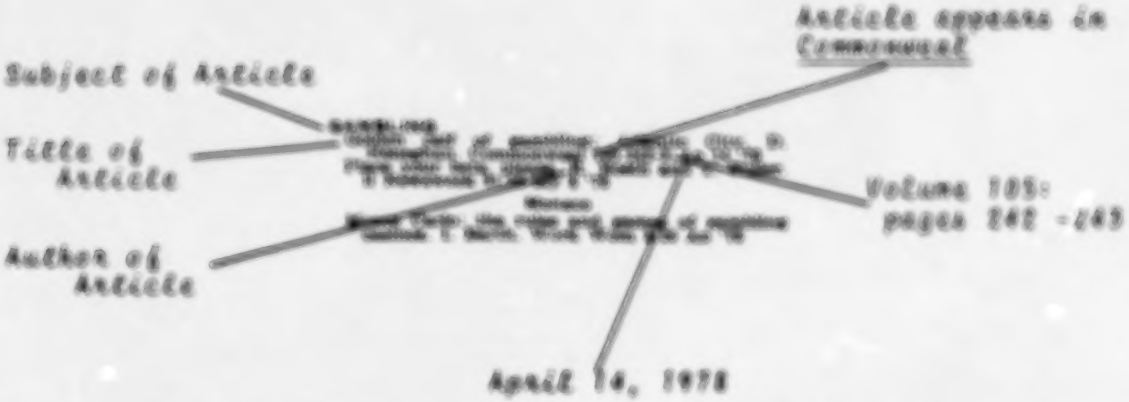
TO LOCATE PERIODICAL ARTICLES

There are special indexes to practically every area of popular interest and every recognized field or discipline. These specialized indexes make it possible to locate information found in magazines, newspapers, journals, documents and books by author, title and subject.

MAGAZINE INDEXES

The Readers' Guide to Periodical Literature is the best known periodical index; it covers popular and non-technical magazines. Other magazine indexes include : Applied Science and Technology Index, Art Index, Business Periodicals Index, Cumulative Index to Nursing and Allied Health Literature and Education Index.

Sample Entry from Readers' Guide

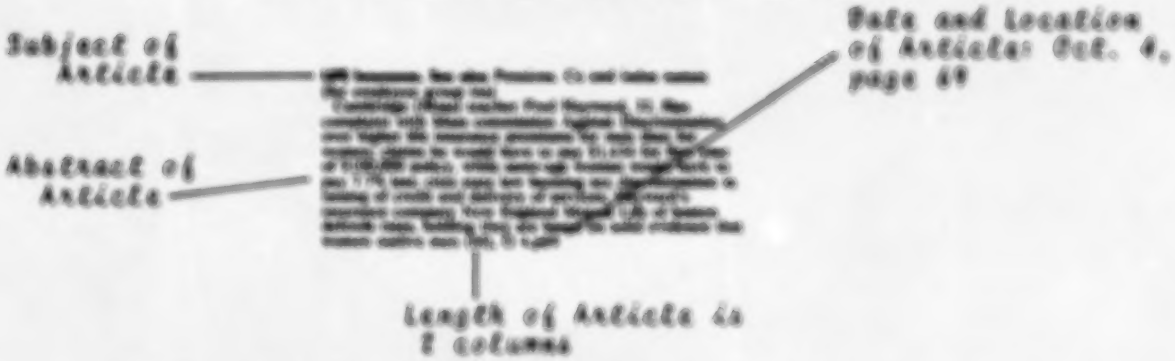


Most other magazines indexes use the same type of entry.

NEWSPAPER INDEXES

Newspapers are indexed separately from magazines. The library has the complete New York Times Index, 1851-Present, which is arranged by subject.

Sample Entry from The New York Times Index



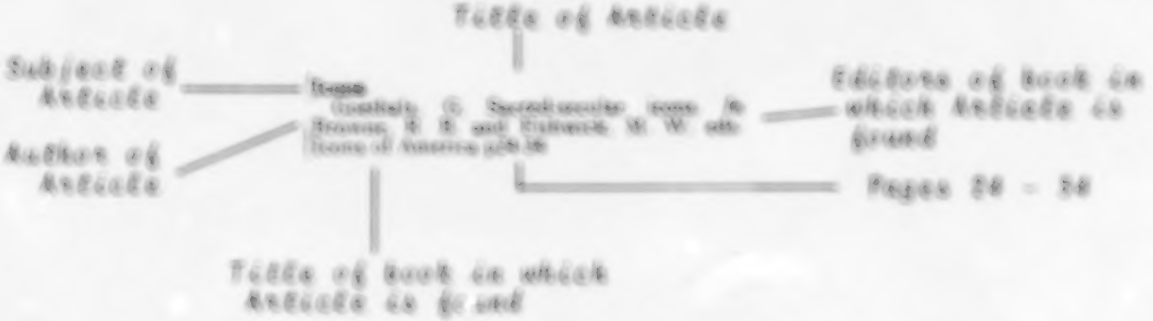
Most other newspaper indexes use the same type of entry.

OTHER INDEXES

Indexes are available for many subject fields. Such indexes are Essay and General Literature Index, Book Review Digest, Poetry Index, Play Index, Speech Index, Monthly Catalog, Periodical Title Index, Biography Index *and many others.*

Articles in books and collections of essays on the sciences and humanities are located through the Essay and General Literature Index. *Critical comment about works is also indexed. Arrangement of listings is in one alphabet by authors, subjects and titles.*

Sample Entry from Essay and General Literature Index


Title of Article
Subject of Article
Author of Article
Editors of book in which Article is found
Pages 20 - 30
Title of book in which Article is found

The Book Review Digest *lists and gives excerpts from book reviews which appear in magazines and newspapers. This index is published monthly and is cumulated annually. Entries for books reviewed are alphabetized by author and are usually in the volume that matches the reviewed book's year of publication.*

Author (or compiler) of book reviewed
Title of book being reviewed
Summary
Source of summary
Excerpt from reviews
Reviewer
Review appears in College & Research Libraries, Volume 39, page 418 Sept. 1978
Review has 450 words.

LIBRARY RESOURCES

A wide assortment of instructional and recreational media for the support and enrichment of the college's educational programs is available.

BOOKS

The book collection is arranged by the Library of Congress Classification scheme.

L.C.	SUBJECT
A	General Works
AE	Encyclopedias
AP	Periodicals
B	Philosophy-Religion
BJ	Ethics
BF	Psychology
BL-BX	Religion
C	History
CB	Civilization
CC	Antiquities
CR	Heraldry
CT	Biography
D	History & Topography (Except America)
DA	Great Britain
DC	French
DD	German
DE	Classical Antiquity
DF	Greece
DG	Italy
DK	Russia
DP	Spain & Portugal
DS	Asia
DT	Africa
DU	Oceania and Australia
	History - America
E	American & U.S. - General
F	American & U.S. - Local
G	Geography - Anthropology
GB	Physical geography
GN	Anthropology
GT	Manners & customs
GV	Sports, amusements & games
H	Social Sciences
HB-HJ	Economics
HM-HX	Sociology
J	Political Science
JK	United States - Constitutional - History
JN	Europe - Constitutional - History
JX	International Law
K	Law
L	Education
M	Music
MT	Music instruction & study
N	Fine Arts
NA	Architecture
NB	Sculpture & related arts
NC	Graphic arts in general
ND	Painting
P	Language and literature
PA	Classical language & literature
	Modern European Languages
PC	French
PC	Spanish
PC	Italian
PE	English
PF	German
PG	Russian
	Literature
PN	General - Literary history & Collections
PQ	Romance literature (French, Italian, Spanish and Portuguese)
PR	English literature
PS	American literature
PT	Teutonic literature (German, Dutch, Danish)
PZ	Juvenile literature

L.C.	SUBJECT
Q	Science
QA	Mathematics
QB	Astronomy
QC	Physics
QD	Chemistry
QE	Geology
QK	Botany
QL	Zoology
QM	Human Anatomy
QP	Physiology
QR	Bacteriology
R	Medicine, Health
RA	Public Health
RC	Practice of Medicine
RD	Surgery
RG	Gynecology & Obstetrics
RJ	Child Care - Pediatrics
RM	Medicine, Diet
RT	Nursing

L.C.	SUBJECT
S	Agriculture
SB	Plant culture
SD	Forestry
SF	Animal culture
SH	Fish culture & Fisheries
SK	Hunting, Sports
T	Technology
TA-TH	Engineering & building
TJ-TL	Mechanical engineering
TN-TR	Chemical
TT	Arts & Crafts
TX	Home Economics
U	Military Science
V	Naval Science
Z	Bibliography

PERIODICALS

The term "periodical" refers to magazines, journals, newspapers and other materials that are issued daily, weekly, bimonthly, monthly, quarterly or at other regular intervals throughout the year. The library receives more than 350 different periodicals; many are on microfiche.

Alphabetical listings of this collection are displayed at the Index Tables and throughout the library. Consult the Serials Record to determine which periodicals the library subscribes, the current library holdings and their location on campus.

Periodicals are arranged alphabetically by title in the periodical stacks and in the microfiche cabinets. For microfiche copies, please ask the library staff for assistance.

AUDIO-VISUAL MATERIALS

Phonodiscs, audio tapes, kits, filmstrips, slides and motion pictures are available for circulation in the library. This entire collection is indexed by subject, title, format and accession number in a separate catalog located in the special collections area of the library.

COLLEGE CATALOGS

The library maintains a collection of current state and national college catalogs. These are on reserve at the circulation desk.

PAMPHLETS

Much unique and timely information can be found in pamphlets. These pamphlets are filed in folders which are arranged alphabetically by subject and are located in the Information File. The file has its own card index.

LIBRARY SERVICES

REFERENCE AND INFORMATION SERVICES

To assist library users with their informational and research needs, trained library staff members are available whenever the library is open.

Requested materials which are not owned by SCC may be obtained via interlibrary loan by calling the N.C. State Library in Raleigh.

LOAN SERVICES

Material may be borrowed by -

-- currently enrolled students at SCC. A current student I.D. card is needed each time materials are borrowed.

-- faculty and staff of SCC.

-- adult and student residents of Columbus and adjacent counties. Current identification showing residence is presented to obtain a library card.

Loan policies are established to provide equal access to library materials.

RENEWALS. Materials may be reloaned unless another person has requested the material.

REQUESTS. For materials not located or already in circulation, a hold card may be completed in order that the requester may be notified when the materials are available.

RESERVE MATERIALS. At the request of instructors a few materials are set aside to circulate for brief periods only. This material is held at the circulation desk.

DOING RESEARCH PAPERS

HELPFUL HINTS

1. Select a subject that is neither too broad nor too general.

2. Check several sources for information.

    a. Encyclopedias, dictionaries and other general reference books for an overview of your topic.

    b. Subject division of the card catalog for books related to your topic.

    c. Periodical and other indexes.

    d. Information file.

    e. Community resources (local experts, TV and radio station files, other libraries and information centers).

3. If possible, see what information is available before committing yourself to a topic.

4. Make an outline of the important divisions of your paper.

For information regarding footnotes and bibliography see -

Allen, Eliot D. A short guide to writing a research paper, manuscript form and documentation. Deland, Florida: Everett/Edwards, Inc., 1975.

Campbell, William C. Form & Style: Thesis, reports and term papers. Boston: Houghton Mifflin, 1974.

Coleman Film Enterprises. The research paper, 1968.

MLA style sheet. Modern Language Association, 1970.

Turabian, Kate L. A manual for writers of term papers, thesis and dissertations. Chicago: U. of Chicago Press, 1977.

The librarian will give term paper assistance.

The library offers a library skills program for credit.

UNIVERSITY OF CALIF.
LOS ANGELES

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CLEARINGHOUSE FOR
JUNIOR COLLEGES

OTHER SERVICES AND FACILITIES

PHOTOCOPY MACHINE. Library staff will take requests for photocopying at 11 a.m. and 4 p.m. to the mailroom for copying. There is a 10¢ charge per copy.

MICROFORM MACHINES for reading periodicals and other materials in miniaturized (micro) form are located throughout the library study carrels. The library's collection of microforms includes The New York Times, 1851 to date, the United Nations Statistical Yearbook, 1949 to present, ERIC documents, dissertations, and others. Three microform copiers are also available.

BOOK DROPS for the return of books are located in "A" building lobby and in the library.

COMMENTS AND SUGGESTIONS are encouraged and seriously considered. Speak with the librarian or put your comment in the suggestion box next to the library entrance.

PUBLIC TELEPHONE is located in the lobby outside the library.

EXHIBITS are scheduled throughout the year.